



CAREER CENTER

ST. CLOUD STATE UNIVERSITY

320.308.2151

Centennial Hall 215

[www.stcloudstate.edu/careercenter](http://www.stcloudstate.edu/careercenter)

*Sample "Thank You" Letter*

4444 4<sup>th</sup> Avenue South  
St. Cloud, MN 44444  
(320)555-4444  
(date)

Ms. Patti Swanson  
Sales Manager  
Target Corporation  
555 5<sup>th</sup> Avenue South  
St. Cloud, MN 55555

Dear Ms. Swanson:

Thank you for meeting with me yesterday to share details about the Assistant Buyer position at Target.

After talking with you and your staff, I am eager to reaffirm my interest in the position and in a company that supports the local community. I am confident that my familiarity with the product line and considerable retail sales experience would prove to be an asset to your department.

I look forward to hearing from you soon regarding your final decision.

Sincerely,

(signature)

Karen Anderson